2017 ✓

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Bureau of Elections	4120

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4120	560.64	100	Transfer to Meetings
- Line Item Decrease	-	100	30	4120	590.24	(100)	Transfer from Individuals
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The Bureau of Elections requests a budget transfer from Transfers to Individuals to Meeting/Conference/Training. The department incurred additional travel expenses due to Bureau employees attending a SURE Training in Harrisburg.

Marissa Crispell			1/3/18
Department Head	Date 12/29/17	Division Head	Date
David Pedri	1/4/18	Brian G Swetz	1-3-18
County Manager	Date	Budget & Finance Division Head	Date

2017 ✓

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Public Defender's Office	4152

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	80	4152	550.20	10,000	Represented Wages
- Line Item Decrease	-	100	80	4152	510.15	(10,000)	Non-represented Wages
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The Public Defender Office requests the transfer of funds from Non-Represented Wages to Represented Wages. There are funds in the Non-Represented Wages. Due to the termination of a non-represented position and the creation of a represented position we need to transfer funds into the approriate line item.

Department Head Date	Division Head 12/19/17 Date
County Manager 1/4/18 Date	Budget & Finance Division Head 12-27-17 Date

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LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Building and Grounds	4174

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4174	550.15	16,250	Other Contractual
- Line Item Decrease	+	100	50	4174	599.46	52,250	Machinery and Equipment
	-	100	50	4174	550.38	(68,500)	Electricity
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Budget Transfer is required to fund 4 Kronos timeclocks, a Ford F250 and a Dodge Caravan for the Buildings and Grounds Department. 2017 has been a mild winter so Electricity Funds remain.

Department Head	Date	Division Head	Date
[signature]	1/4/18	[signature]	12-27-17
County Manager	Date	Budget & Finance Division Head	Date

2017 ✓

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Public Defender's Office	4152

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	80	4152	550.20	7,500	Wages Overtime
- Line Item Decrease	-	100	80	4152	510.15	(7,500)	Non-represented Wages
					510.35		
				Total		0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The Public Defender Office requests the transfer of funds from Non-Represented Wages to Wages Overtime. There are funds in the Non-Represented Wages. Due to FMLA leave and terminations in our office we needed to allow for overtime to keep everything running smoothly. We are allowing overtime until we are fully staffed again.

Department Head	Date	Division Head	Date
County Manager	Date	Budget & Finance Division Head	Date

Division Head: 12/19/17
County Manager: 12/4/17
Budget & Finance Division Head: 12-27-17